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Multi-Family Housing Newsletter

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www.rurdev.usda.gov/me

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An Informational Newsletter of Rural Development's Rural Housing Programs Division

Project Worksheets

The number of incorrect project worksheets received in the Central Processing Center (CPC) has been steadily increasing, making additional contacts between the CPC and borrowers/managers necessary. Sometimes this resolution process drags out over several days. Effective June 1, 2004, our policy will be that if the CPC is unable to reconcile any project worksheet by the end of the day of receipt, it will be returned to you. If a payment was submitted with the project worksheet, the check will be processed and applied to the account.

We ask that you be extra careful when you are making out checks to send to Rural Development. There have been instances of checks submitted to Rural Development where the numeric amount has not matched the script amount. This has resulted in either the transaction being modified or additional funds being requested. Please take an extra minute to ascertain that your checks are completed correctly.

Identity of Interest (IOI) Forms

Please refer to RD Instruction 1930-C, Exhibit B, paragraph V B for identity of interest disclosure requirements. We find there are situations where a third-party management agent has an IOI with maintenance of a property or other services provided to the property, such as legal services. All situations of IOI must be disclosed. Please take time to review your file to be sure all your IOI disclosures are up to date. These forms must be renewed every three years as stated in paragraph V B 2 b of RD Instruction 1930-C, Exhibit B.

If you are in doubt, contact your servicing official.

Sex Offender Registry Website

The **Sex Offender Registry Website** is maintained by the Maine State Police, State Bureau of Identification and is intended to provide the public information concerning the location of registered offenders currently residing in Maine. To learn more about what information will be provided, please visit the website at <http://www.informe.org/sor/>. Please be sure if you are using this website that you are checking it for EVERY applicant and that your tenant selection criteria indicates this is part of your criminal check process.

Foreclosure Notice

A Foreclosure will take place on Founders Place in Orono on May 7. For details please visit: www.rurdev.usda.gov/me

About Earned Income Disregard

We continue to receive many questions regarding the handicapped residents of Rural Development properties who want to know if they are eligible for the "Earned Income Disregard" as outlined in HUD regulations. All management agents should be aware that this program does not apply to Rural Development financed properties. All tenant income as outlined in RD Instruction 1930-C, Exhibit B, II must be counted unless specifically exempted under paragraph II, 2.

Spring Cleanup



It is time to implement your annual spring cleanup plan, i.e., sweeping the parking lot, taking care of dead shrubs and plantings, mulching, lining up capital improvement work that has to be done in warmer weather, washing windows, etc.

Reminder

We would like to remind you that if you have not submitted your annual reports (including audit, actual budget, etc.), you should submit them now, as they were due on March 31, 2004.

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Maine USDA RD Web Site:

<http://www.rurdev.usda.gov/me/>

For USDA RD Forms/Regulations/Admin. Notices:

<http://rdinit.usda.gov/regs>

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